WSCA Group Payment Instructions

Log in at: https://app.washcoach.net/group
Use the email address and password you set when you created your Group Account.
(Forgot it? Use the "Forgot password" link on the login page.)

PAYING FOR YOUR COACHES

Payment is handled through invoices: you create an invoice for the coaches you want to pay for, then pay it by credit card or by check.

Step 1 - In the left-hand menu, click "Invoices".
Step 2 - Click "Create Invoice".
Step 3 - Select the coaches you want to pay for. Only coaches who still need to be paid for appear in the list, and the running total updates as you select them (each coach is the current per-coach membership fee).
Step 4 - Choose a payment method - Card or Check - and create the invoice.

Paying by Card

Choose "Card" and create the invoice, then enter your card details in the secure payment box that appears. As soon as the payment succeeds the invoice is marked Paid and every coach on it is emailed their digital membership card.

Paying by Check

Choose "Check" and create the invoice. You'll land on the invoice page, where you can print or download it - mail the printed invoice in with your check. Once our staff receives and records your payment, the invoice is marked Paid and every coach on it is emailed their digital membership card.

GOOD TO KNOW

- As long as your registration page is open, coaches can keep registering, so you may need to create more than one invoice as new coaches are added.
- We recommend paying once all of your coaches have registered and you have closed registration.
- You can open or close your registration page - and update your group and administrator details - from Profile, in the account menu at the top-right.
- Coaches can be added two ways: each coach can self-register through your group's registration page, or you can bulk-upload your whole roster at once from the Import tool (see the separate Group Roster Upload instructions for the template and steps).

YOUR GROUP DASHBOARD

Dashboard - Overview of your group and how to reach us.
Coaches - View, search, and edit the coaches in your group.
Import - Bulk-upload your coach roster from a spreadsheet.
Invoices - Create invoices, and view, pay, download, or print past invoices.
Reports - Download a report of all of your coaches.
Profile - (Account menu, top-right) Your group and administrator details, and your registration-page open/closed status.